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31 August 1960


MEMORANDUM FOR: Chief, Support Staff, FE Division

SUBJECT : Interim Report--Work Simplification
Study--FE/Logistics

1. Our review of the Logistics Section activities has not revealed any areas requiring major internal improvements. The Section appears to be well organized and managed; (a) the work load is equitably distributed; (b) procedures are well defined and (c) the employees are knowledgeable of their duties, responsibilities and reporting channels. These findings are substantiated by the complimentary statements on Logistics support made by Branch officials in the course of our interviews covering all phases of support activity.

2. The attached recommendations pertain primarily to the record control activities of the Section. We would appreciate meeting with you for any discussions required in furtherance of their implementation.

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Acting Chief,
Management Analysis Staff
(DD/P Area)

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